

**TMCC Calendar Subcommittee**  
Meeting of Monday, July 7, 2011  
Town Hall, First Floor Meeting Room

**Attendance:** Nonny Burack, Pat Holland, Mary Streeter

**1. Call to order:** Mary called the meeting to order at 2:09 pm.

**2. Review Minutes:** We unanimously approved minutes of June 13, 2011.

**3. Review calendar materials received:** Nonny reported that Andy Steinberg had emailed materials to Mary, however she did not receive them. We decided calendar's basic format and listed boards and events we were aware of so far. The June 27 Select Board Packet had a very helpful Master Calendar and DBG Cycle information. Budget process for Library may be somewhat in flux due to appointment of new Director. Pat wondered whether BCG needs to be listed. We decided to have final draft of calendar ready by August 18 for TMCC approval.

**4. Discuss ways to disseminate information to Town Meeting members and the public:** We should have a cover letter pointing out Town Meeting's power and responsibilities regarding budgets and zoning, and suggest that to be effective, it's best to be involved early with relevant boards. We could post calendar on the Town website and send out through TMCC listserv. We hope we can have an article in the newspaper about Town Meeting members can prepare for Town Meeting.

**5. Decide assignments for gathering additional information:**

- Mary will extract details from Stephanie O'Keeffe's email and add Town Manager budget deadlines. She will forward calendar to Pat.
- Pat will add Library information.
- Nonny will follow up on Finance Committee information with Andy Steinberg.

**6. Future meetings:** Our next meeting on Thursday July 21 at 2pm in the First Floor Meeting Room.

Possible Future Agenda Items:

Continue review of calendar materials received

Review Minutes

Discuss ways to disseminate information to Town Meeting members and the public

**7. Adjournment:** The meeting adjourned at 3:39 pm.

Respectfully submitted,  
Mary Streeter

**Documents provided:**

Agenda July 7, 2011

Minutes June 13, 2011

Email from Stephanie O'Keeffe

Select Board Master FY12 calendar

Grant Cycle Announcement FY12 CDBG

Annual Zoning Amendment Timetable / Zoning Amendment Cycle